

The U.S. Embassy Residence provides a good opportunity to work for high-ranking officials in an international environment.

<i>Vacant Position</i>	<i>Residence Staff (Part-time)</i>
<i>Job Description</i>	Works under the general supervision of the Principal Representative or his/her designee, performs daily and heavy cleaning of the residence as well as setting up and serving guests at official events. Performs other duties as assigned.
<i>Qualifications</i>	<p>Must be physically fit to perform assigned duties. Must be attentive to the needs of occupants, guests, and staffs. Must clean and maintain uniforms and be particularly sensitive to personal cleanliness and hygiene.</p> <p>Non-Japanese candidates must have a valid residential status to work.</p>
<i>Location</i>	Minato-ku, Tokyo (Within 10 min. from Toranomon, Tameike-Sanno, Roppongi-1chome or Kamiya-cho subway stations)
<i>Employment Conditions</i>	<p>Term of contract: One year, renewable. Subject to 6-month trial period for the first contract with the employer.</p> <p>Work hours: Part time up to 24 hour work week.</p> <p>Compensation: ¥1,200/hour Bonuses, transportation and other allowance provided separately. Wage increase is considered upon renewal of contract.</p> <p>Annual Leave and Holidays: Provided in accordance with internal regulations.</p> <p>Labor Insurance: Worker's Compensation. Employment Insurance when conditions are met.</p>
<i>To Apply</i>	<p>Please submit the following to be considered for the position</p> <ol style="list-style-type: none"> English resume and supporting documents (copy of diploma, licenses, English test score, etc.) the names and contact details of 3 referees we can contact to verify your work history. <p>By mail: EMR/Part Time Staff, U.S. Embassy, 1-10-5, Akasaka, Minato-ku, Tokyo 107-8420; or</p> <p>By E-mail: NakashimaNX@state.gov</p> <p>Only successful candidates will be contacted for interviews. Please indicate email/phone reachable during daytime. Submitted documents will not be returned. Telephone inquiries will not be accepted.</p> <p style="text-align: center;">Open until filled</p>